APPENDIX VI

(*See* section 170)

Management of Poor-houses

The staff of a poor-house should generally consist of:—

(i) a superintendent, who should be a pensioned medical officer, or retired practitioner, if possible;

(ii) a medical officer, who should be the S. A. S. in charge of the nearest dispensary, or a travelling S. A. S. if any such be appointed to the district;

(iii) a storekeeper;

(iv) one karkun for each 200 inmates;

(v) one peon for the superintendent;

(vi) two or more gate-keepers, so that one may always be on duty at the gate;

(vii) a sufficient number of warders to allow half the number to be always on duty;

(viii) one male and three female cooks for each 100 inmates; } to be selected, as far as possible, from the inmates of the poor-house.

(ix) water-carriers, sweepers and scavengers to the extent found necessary; } to be selected, as far as possible, from the inmates of the poor-house.

2. The *superintendent* will be immediately subordinate to the Sub-Divisional Officer. He must be acquainted with English and the vernacular of the taluka in which he is employed; he will be responsible for the maintenance of discipline and the enforcement of sanitary regulations within the poor-house and should see that all forms and registers are properly kept up to date; his constant attention must be given to the prevention and detection of fraudulent practices or misappropriation of food issued to inmates; he should be present at the receipt and issue of rations at meal times, and also when the inmates are aroused in the morning and when they are sent to their sleeping quarters at night; he should visit the latrines morning and evening after each cleaning, and the sleeping quarters after they have been swept; and he should pay special attention to the water-supply. He should also see that all the inmates who are capable of doing any work are employed on duties in connection with the poor-houses, or in minor industries which it may be possible to start with the aid of charitable funds, or in the preparation of cactus fodder if such fodder is being used in the neighbourhood.

3. The *medical officer* should keep a nominal register of all admissions, their diseases and history, and furnish the superintendent with all information required for his returns. He should constantly inspect the inmates of the poor-house, to see if they are improving or the reverse, and give treatment to those in need of it, and remove all serious cases needing special treatment to the nearest dispensary or hospital. For those who are specially emaciated he should prescribe special diet, such as milk, &c. He should at once report any insufficiency or badness of the food, and any case in which he thinks that the work exacted is too severe for any of the inmates.

4. The *storekeeper* will procure supplies on indents furnished to him by the superintendent and medical officer and keep an account of the receipt and issue of stores and food. He will also maintain the necessary returns and registers prescribed for poor-houses.

5. The *karkuns* will each be in charge of a mess of 100 inmates. They will muster them twice daily before the morning and evening meal; they will draw the raw rations from the storekeeper and issue them to their mess cooks; they will be present when the cooked food is distributed and while it is eaten, so as to preserve order and see that each member of the mess receives his correct ration and eats it on the spot. They will also supervise any work done by the inmates.

6. The *warders* will maintain order, both day and night; prevent the committal of nuisances; report all cases of illness to the superintendent or medical officer; superintend the sweeping of the wards; turn out the inmates from, and see that they return to, their sleeping quarters at the appointed hours; escort them to the latrines; and visit the sleeping quarters hourly during the night.

7. Every inmate should be provided with a piece of *chattai* to sleep on over the grass or straw in the hut, and should be made to bring it out every morning, as soon as the sun is well up, and expose it to the sun on both sides for an hour. The grass and straw should similarly be removed, shaken up, and exposed to the sun twice a week. The issue of blankets will nearly always be necessary. In the absence of these, stout "gunny" cloth is better than nothing.

8. Half an hour before sunrise all inmates in the poor-house should be turned out to the latrines and then taken by the warders to the place set apart for ablution. At 8-45 they should fall in by messes in the feeding enclosure to receive food; the sweepers should afterwards sweep up the camp enclosure, and the water-carriers should fill up the filters and supply the cook-room; those whose turn it is to wash clothing should go in charge of a warder to the place set apart for this purpose and the others should be set to such work as they are fit for. All inmates should return at 4 p.m. and fall in for the evening meal; after this the enclosure should be swept up; and the inmates then sent to the sleeping quarters.

9. *Removal of the sick.*—A couple of blanket doolies should be ready at the quarters of the superintendent to remove the sick to the nearest dispensary or hospital. In ordinary cases of sickness, some of the inmates should be made to carry them if unable to walk, but in cases of cholera or small-pox, as well as for the removal and disposal of corpses, it will ordinarily be necessary to employ the village *mahars* (*dheds*) or others.